



**European Judicial Training Network
Réseau Européen de Formation Judiciaire**

AIAKOS PROGRAMME FINANCIAL CONDITIONS FOR NATIONAL PARTICIPANTS¹

January 2019

With financial support from the Justice Programme of the European Union



¹ These financial conditions may be subject to changes. Should that be the case, participants will be informed in due time. Matters not covered by the present document are considered to be governed by EJTN's Corporate Financial Policy in force at the time of the reimbursement. Any doubts concerning the interpretation and application of the present document shall be decided by EJTN in light of the applicable Corporate Financial Policy.

1. Types of costs covered

Participants residing in the country where the activity takes place, and as far as their expenses are not covered by their national institution, will be entitled to the reimbursement of their travel and daily expenses according to the following rules.

	Transport costs	Accommodation meals, local transport and sundry expenses
National participants	Maximum 200€	Actual costs basis

1.1. Travel expenses

The travel expenses incurred by the participants for the purpose of attending the activity are reimbursed on the basis of the **most cost-effective means of transport** between their institution in the country of origin and the venue of the activity in the hosting country.

The total eligible costs for the round trip will not exceed 200 Euros for national participants.

Any exceeding amount shall be at the charge either of the participant or of his sending institution.

As an exception, amounts in excess of 200 Euros may be claimed if duly justified (i.e. urgency, complex route) with an explanatory note addressed to the Secretary General of EJTN (exchangeprogramme@ejtn.eu) before any financial commitment is made. Such a request shall be appreciated discretionally and on a case by case basis.

In no case shall costs derived from excess luggage or travel insurances be reimbursed. For the avoidance of doubt, and although the 200 Euros limit will be still applying, it will not be considered “an excess luggage cost” any expense related to the transport of one single piece of registered luggage per person whenever such cost is not included in the ticket’s price; in order to be entitled to the reimbursement of such costs, participants must provide, in addition to their travel documents, sufficient evidence that the transport of such piece of luggage was not included in the paid airlines fare.

All transport claims must be justified by means of the “expense claim form for national participants” to which the pertinent original travel documents, indicated under point 2.2 below, shall be attached.

Depending on the mean of transport used, the reimbursement is made as follows:

- Travel by plane: cost of an economy class ticket
- Travel by rail: cost of first-class ticket on the shortest way for a round trip;
- Travel by private car: cost of 0,22 EUR per kilometre for a round trip up to a maximum of 1.200 km calculated on the basis of the shortest route (itinerary mapping in support – Michelin/Google Internet Maps), using the following formula: Kilometre claim: number of km x 2 (in-out) x 0,22 € / km

Participants who choose to travel by car discharge EJTN from being responsible in any occurrence to the car or to third parties.

In case of car sharing, the expenditures of transport by private car will be reimbursed to the participant appointed to EJTN among the participants travelling together. This is also applicable in case of a taxi share.

Participant combining an EJTN activity and another professional or private activity will be reimbursed on the basis of the less expensive journey and avoiding double funding.

1.2. Accommodation, meals, local transport and sundry expenses

The reimbursement of the daily expenses due to the attendance of the activity of the participant will be made on the basis of their actual costs and upon presentation of duly substantiated receipts supplied by the participant or the invoice issued to the organizer. This reimbursement shall cover the expenses incurred for accommodation and meals the day before the activity, if applicable, and the days on which the activity is taking place. Local transport will be reimbursed on the same basis if journey is made using public transports.

Reimbursements of the meals will not exceed 20 EUR for lunch and 30 EUR for dinner. Additionally, the below mentioned per diem limits are applicable.

COUNTRY	EJTN PER DIEM RATES
Austria	€ 170
Belgium	€ 180
Bulgaria	€ 180
Croatia	€ 150
Czech Republic	€ 180
Finland	€ 190
France	€ 190
Germany	€ 160
Greece	€ 170
Hungary	€ 170
Italy	€ 180
Latvia	€ 160
Lithuania	€ 150
Netherlands	€ 200
Poland	€ 170
Portugal	€ 160
Romania	€ 170
Slovak Republic	€ 160
Slovenia	€ 150
Spain	€ 160
Sweden	€ 200

2. Payment procedure

The amounts due will be paid in a single payment after the activity. To obtain the reimbursement of the expenses, the participants will be asked to send the “expense claim form for national participants” together with dully substantiated receipts (transport, accommodation, meals, etc.) to their national contact point.

Compulsory documents for reimbursement - Check list:

Please ensure that you enclose ALL the documents listed below to the attention of your national contact point (see the list of the national contact points in annex).

We strongly recommend that you keep a COPY of all the documents you send.

- o The “expense claim form for national participants” duly completed
- o If applicable, the original invoice for accommodation specifying the name of the hotel, the dates of the nights involved, and the price paid for each night². Please note that the invoice must be an individual one.
- o If applicable, the original invoices for the dinners and lunches. These invoices must mention the name of the restaurant, the date and the price paid. Please note that the invoices must be individual ones.
- o If applicable, proof of costs for local transport (bus or tram ticket, original taxi receipt only in case of late arrival or early departure when public transport is not available...)

The right to be reimbursed extinguishes due to the closure of the claiming file where, missing dully substantiated travel justifications, two reminders have been sent to the participant without any feedback or follow-up from his part within the time set in the last reminder. In addition, EJTN may request the reimbursement of any amounts it has advanced to the participant if the post-exchange requested documents are not produced.

² Please note that extra expenses such as double room, mini-bar or any other service provided by the hotel will not be reimbursed by EJTN.

I. CONTACTS

THE EJTN EXCHANGE PROGRAMME TEAM

exchangeprogramme@ejtn.eu

Tel.:+32.2.280.22.42

Country	Competence	Institution	Name NCP	email address	Phone
Austria	ordinary judges, prosecutors, trainers	Ministry of Justice	Ms Sabine TAGWERKER	sabine.tagwerker@bmj.gv.at	+43 1 521 52 2117
Belgium	ordinary judges, prosecutors, trainers	Institut de Formation Judiciaire/Instituut voor gerechtelijke opleiding	Ms Karin CARLENS	Karin.Carlens@igo-ifi.be	+32(2)518 49 61
Bulgaria	ordinary judges, prosecutors, trainers	National Institute for Justice	Mr Stanislav GRIGOROV	s.grigorov@nij.bg	+359 2 9359 118
Croatia	ordinary and administrative judges, prosecutors	Judicial Academy	Ms Nella POPOVIC	Nella.Popovic@pravosudje.hr	+ 385 1 6003 343
Czech Republic	ordinary and administrative judges, prosecutors, trainers	Judicial Academy	Ms Renata VYSTRCILOVA	rvystrcilova@akademie.justice.cz	+420 573 505 175
Finland	judges and prosecutors	Oikeusministerio	Ms Sari PIIROINEN	sari.piiroinen@om.fi	+358 29 51 50 277
France	ordinary judges, prosecutors, trainers	Ecole Nationale de la Magistrature	Ms Estelle CROS	Aiakos-logistiques.enm@justice.fr	+33 5.56.00.10.10
			Ms Linette FLANDERS	Aiakos-logistiques.enm@justice.fr	+ 33 5 56 00 10 17

Germany	ordinary and administrative judges, prosecutors	Bundesministerium der Justiz	Ms. Yvonne BRUCHERTSEIFER	justizfortbildung@bfj.bund.de	
Greece	ordinary judges and trainers	National School of judges	Ms Effie PAPADOPOULOU	info@esdi.gr	+302310 494108
Hungary	ordinary judges	Hungarian Judicial Academy	Ms Bernadett Erzsebet SIMKO	SimkoB@obh.birosag.hu miainternational@obh.birosag.hu	+36 1 487 6803
	prosecutors	Office of the Prosecutor General	Mr Gábor SZÉPLAKI-NAGY	szeplakinagy.gabor@mku.hu	+36 1 354 55 05
Italy	ordinary judges, prosecutors, trainers	Scuola Superiore della Magistratura	Ms Antonella ROCCA	internazionale@scuolamagistratura.it	+39 (0)6 85271226
Latvia	ordinary and administrative judges	Latvian Judicial Training Center	Ms Endija LOGINA	endija@ltmc.lv	+371 67895877
Lithuania	ordinary and administrative judges	National Courts Administration of the Republic of Lithuania	Ms. Donata VIRŠILAITĖ	donata.virsilaite@teismai.lt	+370 5 251 4126
Netherlands	ordinary judges, prosecutors, trainers	Studiecentrum Rechtspleging (SSR)	Ms Nathalie GLIME	Glime@ssr.nl ssr.international@ssr.nl	+31 64631 5896
			Ms Elise BLOEM	E.Bloem@ssr.nl	+31 61178 8430
Poland	ordinary judges, prosecutors, trainers	National School of the Judiciary	Mr Dariusz SAWURSKI-RADETZ	d.szawurski-radetz@kssip.gov.pl	Mobile phone: +48 501 340 256 Office phone: +48 81 440 87 17
Portugal	ordinary and administrative judges, prosecutors, trainers	Centro de Estudos Judiciarios	Ms Cristina MESSIAS	cristina.c.messias@mail.cej.mj.pt	+351 21 884 56 00

Romania	ordinary and administrative judges, prosecutors, trainers	National Institute of Magistracy	Ms Andra GHEBRI	andra.ghebri@inm-lex.ro	0040 21.407.62.50
			Ms Malina PANEA	malina.panea@inm-lex.ro	0040 21.407.62.19
Slovakia	ordinary judges and prosecutors	Judicial Academy	Ms Dagmar HUPKOVA	dagmar.hupkova@justice.sk	+421/33/69 03 302
Slovenia	ordinary and administrative judges, prosecutors	Ministry of Justice – Judicial Training Center	Ms Jurka PAVLOVCIC ILOVAR	Jurka.Pavlovic-Ilovar@gov.si	+386 1 369 52 38
Spain	ordinary and administrative judges, trainers	Escuela Judicial Española	Mr José María ASENCIO GALLEGO	josemaria.asencio@cgpi.es	+ 34 93 406 73 75
	prosecutors	Centro de Estudios Jurídicos	Ms. Clara PASCUAL CASTROVIEJO	internacional@cej-mjusticia.es	+34- 91 455 16 87 + 34- 91 455 16 96
Sweden	prosecutors	Swedish Prosecution Authority	Ms Ulrika ROSÉN	Ulrika.Rosen@aklagare.se	+46 10 562 50 52